

**Water/Wastewater Commissioners’
Meeting Minutes
March 31, 2009**

Present: Walter Murray, Chairman
Robert Courage, Vice-Chairman
Michael Putnam, Member
Larry Anderson
Evelyn Gendron

Call to Order:

Chairman Murray called the meeting to order at 6:00 p.m.

Press and Public Comments:

There were no members of the press present, nor public comments received this evening.

Appointments:

Superintendent Anderson explained that Mr. Rene’ LaBranche, Stantec Consulting, would be discussing three topics this evening: the Curtis Well Improvement Project, the Septage Receiving Facility Upgrade Project, and the Milford water rate. Mr. LaBranche said he’d like to add a fourth topic, regarding controlling phosphorous and copper.

Curtis Well Improvement Project – Mr. LaBranche explained he delayed meeting with the commissioners on this topic until now due to needing the March 10 town meeting to have been held and the final decisions regarding the economic stimulus fund distribution. He explained that this project was ranked #96 by the state, and that although 45 projects were funded, and that probably not all of those projects would be funded by their communities, it would not be likely that this project would elevate high enough in ranking to qualify for state funds. He discussed the background of the low bidder, Englewood Construction, based out of Manchester. Stantec Consulting is comfortable with Englewood handling the Curtis Well Improvement project due to the high regard held for this company’s electrical contractor as well as the extensive experience of the project manager with pump stations. Mr. LaBranche distributed copies of the letter addressed to Superintendent Anderson, with enclosures, regarding the bid tabulation details and Stantec’s recommendation to award this project to Englewood Construction. He noted that the Shoreline Protection permit has not yet been received; Mr. LaBranche expects to receive an email regarding the permit on April 1, 2009.

Mr. LaBranche acknowledged Englewood wants to issue a bid bond instead of submitting a payment with a check. The Water and Sewer Commissioners have no concerns with this. Mr.

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LaBranche shares the commissioners concern with Englewood Construction's request to substitute the specified/accepted generator with a Generac model, since the Generac would most likely not meet Milford's requirements. He will prepare a letter to Englewood Construction regarding an intent to award this project based upon Englewood's meeting the project specifications, with the appropriate language explaining that should the Generac not meet Milford's requirements, such a substitution will not be accepted. Should Englewood not be flexible on the generator specification, perhaps Milford will exercise the right to award this project to another bidding contractor who will not request such a substitution of the generator. Meanwhile, Mr. LaBranche will assign an electrical engineer from Stantec's to investigate the Generac for suitability. He will keep the commissioners and Superintendent Anderson apprised of the developments with regard to the generator and the project's overall progress.

Mr. LaBranche presented an Application for Additional Services to authorize the Curtis Well Improvement Project to advance from the engineering phase to the construction phase. Upon discussion, Chairman Murray made the motion to authorize Superintendent Anderson to sign the Application for Additional Services document, being Change Order #2, for the Stantec Project #195111804, dated March 31, 2009, in the amount of the contract increase amount of \$20,000.00. Vice-Chairman Courage seconded the motion. All voted in favor.

Septage Receiving Facility Upgrade Project – Despite the state's ranking this project as 34th on the list of communities eligible for funding, Mr. LaBranche views this project has having a very good chance to achieve eligibility for state funds, based upon the project's dollar value and because the project ranked #34 on the state funding list. The state had selected 30 projects as initially eligible for funding. Should funding not become available at the community level, Milford's chances to obtain economic stimulus funding for upgrading the septage receiving facility will increase.

Prior to the existence of the Board of Water and Wastewater Commissioners, the Copper Optimization Report was approved by the Milford Board of Selectmen, which contained recommendations to reduce copper from the wastewater stream. The Septage Receiving Facility Upgrade Project was cited in the Copper Optimization Report, has been previously accepted by the voters, and Stantec Consulting (then known as Dufresne-Henry, Inc) had been the successful engineering firm selected during the RFQ process. Mr. LaBranche would like to forward the scope of work and associated fees to the NH DES to begin the process of being considered for an SRF loan, (a 50% debt forgiveness program, as loan payments are made) and a special town meeting be planned .

Vice-Chairman Courage pointed out that such a septage receiving facility upgrade, while needed to meet copper limits anticipated to be established by the EPA within the new NPDES permit, would benefit people within the Milford community who reside outside of the sewer district. Superintendent Anderson asked whether this project could be apportioned. Mr. LaBranche answered that Stantec's scope of work would show that costs could be apportioned and would illustrate the Operations and Maintenance costs and the net affect upon revenue. Mr. LaBranche said that this project should help with odor control issues at the Wastewater Treatment Facility.

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With the commissioners' approval, Mr. LaBranche said, Stantec would like to prepare a septage receiving facility design contract to present to the DES and thereby begin the process for consideration of economic stimulus funds. The preparation process may necessitate approximately 90 days.

Chairman Murray made the motion to table this subject. Commissioner Putnam seconded the motion. All voted in favor.

Phosphorous Removal - Mr. LaBranche said he will present information as to Stantec's approach in a scope of work/design a pilot program proposal with field work and a timeline for targeting phosphorous removal in anticipation of the new NPDES permit. He explained that many types of technology exist to remove phosphorous, and that copper reduction is an added benefit to removing phosphorous from the wastewater treatment process. Stantec would identify the options available to Milford.

Milford Water Rate – Superintendent Anderson said in order for a new water rate to be in place for January 2010, the previous water rate study numbers would have to be recalculated, hydrant rental rates would need to be updated, and operations and maintenance costs factored in. He said the public hearings should be held mid-August or early September. Mr. LaBranche will forward a general scope of work plan and review the funds available within the general services account.

Decisions:

Approval of Final Minutes – Vice-Chairman Courage made the motion to approve the minutes of the meetings held on March 10, 2009 and February 24, 2009 as presented. Chairman Murray seconded the motion.

Meter Replacement Program – Vice-Chairman Courage made the motion to approve withdrawal of \$50,000.00 from the Water Capital Reserve Fund, to authorize Superintendent Anderson to order 140 additional water meters and meter interface units, and that the Water Department would spend \$100,000.00 during 2009 for the meter replacement program. Chairman Murray seconded the motion. All voted in favor. Chairman Murray signed the budget transfer document as presented.

Discussions:

Town Hall Allocation – Mr. Merv Newton was present this evening to discuss preliminary financial costs for adding a part-time vs. full-time person with municipal administrative experience to the current Water Utilities staff, and that either a full-time or part-time person may be feasible. He will be in contact with Superintendent Anderson with additional information. Mr. Anderson will forward the Town Administrator's departmental cost-sharing breakdown to Commissioner Putnam.

Pennichuck – Emerson Road Water Main Extension Project – Superintendent Anderson presented e-mailed correspondence between he and Mr. Densberger regarding the Ashley Commons/Emerson Road water main extension.

Joint Meeting With Wilton Water Commissioners – Inter-Municipal Agreement – Mr. Anderson will invite the Wilton Water Commissioners to the commissioners’ meeting to be held on April 14th.

Abatement Request – 4 Orange Street – Mr. Anderson briefed Commissioner Putnam on the history of the resident’s request for a refund. The board took no action and this matter will remain “tabled” until such time as additional information is received from the resident.

Information Items, On Hold, Awaiting Information:

Holland Tank Funding Apportioning – New information was not available at this time.

Information Items Requiring No Decisions:

Bi-Weekly Activity Report – Mr. Anderson presented the activity report and the commissioners were satisfied with the format and level of detail conveyed.

Future Appointments/Meetings:

The next meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Tuesday, April 14th at 564 Nashua Street, in the Water Utilities Conference Room.

Adjournment:

A motion to adjourn was made by Chairman Murray at 7:50 p.m. Commissioner Putnam seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

Walter Murray – Chairman

Date

Robert Courage – Vice-Chairman

Date

Michael E. Putnam – Commissioner

Date

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